RWSP Public Involvement Guidelines
Design Module
June 2005

This design module is intended to serve as a guide to planning and implementing public involvement during the design phase of projects undertaken by King County's Wastewater Treatment Division (WTD). This module is not an exhaustive training tool for how to conduct design phase public involvement. Rather, the checklist format functions as a reminder of the various elements to consider.

The design module is divided into the following sections:

I. Overview of Design Phase

In a broad sense, the design phase is the time when the project team begins and completes the engineering plans and specifications that will guide project construction. King County frequently divides the design phase into "predesign" and "final design."

The predesign phase is interactive, involving many different interests and perspectives to clarify the project problem, analyze alternatives, and recommend the best alternative for the project. It culminates in a predesign report that provides direction for the rest of the project. Once the preferred alternative has been selected and the team receives approval to move forward, the project moves into final design.

During the final design phase, the details of the selected alternative are more fully developed. The project team also conducts environmental review, applies for permits, and prepares the construction bid documents.

The overall role of the community relations planner (CRP) during design is to help the project team identify and understand the community's perspectives and concerns. This should be a two-way, iterative interchange in which the CRP works with the project team to provide information to the community and consider public comments and suggestions during the design process. It is also important to follow up and provide feedback to the community to convey how their comments were incorporated. Community involvement can result in better design decisions and increase the likelihood of community support for a project.

There are three principal elements of responsibility for the community relations planner during design:

1. **Conduct community needs assessment and develop or update a public involvement plan** – Conduct research on the affected community in order to develop or update a public involvement plan.

2. **Implement the public involvement plan** – Plan and arrange for all public meetings and other outreach activities.

3. **Manage the community relations task** – Develop the community relations scope of work, provide input on the scope and budget for consultants, and provide information as to what type of public involvement support is needed.

Objectives of Public Involvement during Predesign

1. Provide information to assist the public in understanding the project, alternatives and solutions.
2. Provide opportunities for public feedback on potential facility locations (e.g., conveyance routes or pump station sites), as appropriate.
3. Provide opportunities for public feedback on facility design elements, such as site layout, aesthetics, architecture, and landscape design.

Objectives of Public Involvement during Final Design

1. Communicate project decisions to the community via fliers. (Discuss and demonstrate how their feedback was or was not incorporated and why.)
2. Coordinate public outreach with public notice and review requirements of the State Environmental Policy Act (SEPA).
3. Provide public information (e.g., fact sheets, graphics) to support the property acquisition and permitting processes, if the need arises.
4. Explain project details, possible construction impacts and ways to minimize them, and establish communications channels, typically through a pre-construction meeting.

Project Stages during Design

> **Tip:** Be proactive! Asking for community feedback early on is the best opportunity for input.

1. Predesign

   Frequently King County describes the initial stages of a project as “predesign.” Predesign lasts until the 30% engineering design drawings and predesign report have been completed. During predesign, alternatives are defined and evaluated. Examples of alternatives to be evaluated could include whether to repair or replace a facility, where to

site a new facility, or the treatment process to be used at a new facility. During the predesign process, a facility concept and functions are selected. This includes the rough sizes and functional arrangement of equipment which drive the dimensions and configurations of buildings. Supporting elements, such as civil site work, architecture, landscaping, plumbing, HVAC, and electrical are less defined at this stage.

During predesign, soil and groundwater investigations, utility locations, and other field work often occurs. This information is used during detailed design to determine foundation requirements and construction methods.

Role of the Community Relations Planner in Predesign

During the predesign phase it is important to provide information about the purpose and need for the project, in order to prepare the public to provide input and feedback on facility design. Many basic design decisions are made during predesign, particularly those related to site location and basic site layout. Opportunities for input later on in the design process are more limited to exterior design and site landscaping.

At the end of predesign, the community relations planner should include a paragraph in the predesign report summarizing the information in the needs assessment and public involvement plan. Full copies of the needs assessment and public involvement plan should also be provided as an appendix to the predesign report.

2. 60% design

During 60% design, the concept developed during predesign is expanded. Architectural design is clearer, and a rendering can be prepared. The scope of the project is frozen. Major construction elements are defined, and the number of contracts and phasing is determined. Major drawings are drafted and the master specifications (specs) are identified.

Plans and specs define the scope of the construction work. Plans are graphical depictions and specs are narrative descriptions of what we want to build. Both plans and specs are organized by discipline. The 60% design package usually follows WTD's standard format.

The environmental review is often conducted during this phase. Once the environmental review is complete, the team can begin to apply for permits.

Role of the Community Relations Planner in 60% Design

The role of the community relations planner at this stage is to obtain feedback on exterior design elements, such as architectural details and landscaping plans. The planner should also work with the project team to develop responses to likely questions from the community about construction and potential operational impacts. Typically, some type of community meeting is held early in this design phase to get feedback from the public before final design.

Other tasks that occur during this phase typically include:

- Obtain any necessary properties, permits, and easements.

- Identify and address operations and maintenance, constructability, and risk issues.
- Finalize construction contract packaging (the number of contracts and phasing).
- Develop construction cost estimate and schedule for budgeting and staffing.
- Implement the SEPA process: hold community and neighbor meetings and discussions with the city and permitting agencies.

The **goals** are to inform the public about the project, identify concerns, and develop ways to resolve them before 90% design begins.

3. 90% - 100% design

Between 60% and 90% design, final details are worked out and any remaining issues identified during the 60% design review process are addressed.

At the 90% stage, the drawings and specifications are essentially complete. Final permits and final easements are obtained and final comments are incorporated. At 100% design, they are compiled into the bid document by the contracts office.

Role of the Community Relations Planner in Final Design

During this stage, the community relations planner typically provides information to the public on the project status, how public input was incorporated, and the project's next steps.

4. Bid and award construction contracts; prepare for transition to construction.

Once design is complete, the bid package is turned over to the contracts department. The bid solicitation, bid evaluation and award process typically takes about four months.

Role of the Community Relations Planner in Transition to Construction

During this time, the community relations planner can develop a detailed plan for construction community relations. It is also a good time to provide a public information update to the community.

As the project moves to construction, the community relations planner will need to develop tools to rapidly communicate project construction information to directly impacted residents and businesses. Contact lists with phone numbers, e-mail lists, or door-to-door delivery maps are examples of such tools. It is also a good idea to develop an emergency communications plan and after hours contact list for project team members.

II. Planning for Public Involvement

The first step in preparing to involve the public during the design phase is to get educated about the purpose and need for the project. Community relations planners should meet with the project team and review whatever relevant materials are available, including programmatic plans that may have defined the need for a project.

The next crucial step is to conduct an **Initial Needs Assessment** (INA), followed by a **Full Needs Assessment** (FNA), if needed. These and the draft Public Involvement Plan (PIP) should be written during predesign. These are tools to determine and document the objectives and level of public involvement required for a project. It is important the whole team agrees on the objectives before planning public involvement activities. Will the public have an opportunity to provide feedback on the site plan or renderings? Be involved in development of the design? How will the project team incorporate this feedback? Answers to these and similar questions will help define the role the public will have in design.

The results of the needs assessments will point to the public involvement activities, tools, and strategies, which should be documented in the public involvement plan for the project. The project team will be an important asset to help conduct the needs assessments and identify the project goals and objectives that will drive the appropriate level of public involvement, what's in the public involvement plan and how it is implemented. The INA and FNA are described in Volume I of the *WTD Public Involvement Guidelines* (2002, page I-18).

Tip: Clearly define public involvement objectives during predesign. For example, one objective may be to ensure the public understands the project is being designed to solve a problem. Once project objectives are identified (with input from the whole team), then outreach strategies and tools designed to achieve those objectives can be developed.

Role of the Community Relations Planner as Part of the Design Team

A community relations planner is given an opportunity to review the draft design documents, including the drawings and the specifications. Tool A in this module provides basic information on how to read engineering drawings. Tool B describes how to review 30% design and 60% design documents, from a community relations perspective.

Role of the Community Relations Planner in the Environmental Review Process

Environmental planners are responsible for ensuring that the Wastewater Treatment Division meets the requirements of the state and federal Environmental Policy Acts (SEPA and NEPA, respectively) and the federal Endangered Species Act. Regulatory agencies require compliance with one or the other of the environmental policy acts before they will issue permits for our projects. Most of the time this means the planners either find projects are exempt from SEPA requirements or prepare an environmental checklist. The community relations planner should work with the environmental planner leading the environmental review process to determine how public involvement can support that process.

The basic regulations require legal notice to agencies and property owners within 500 feet; this notice is prepared by the environmental planner. To support this, the community relations planner may prepare a flier explaining the SEPA process, update the Web site, or help compile a mailing list of interested groups and other appropriate parties who should receive notice.

Role of the Community Relations Planner in Property Owner Interactions

Many projects require WTD to obtain a construction or permanent easement from a property owner. WTD may also have to obtain a right of entry to conduct surveying, geotechnical work, or other field investigations. WTD real property agents are responsible for this work. Community relations planners are sometimes asked to help with public contacts or to review written materials that explain the project in detail.

Role of the Community Relations Planner in the Permitting Processes

WTD real property agents are also responsible for obtaining permits for projects. During permitting, the community relations planner's role is very limited. In some cases, planners may be asked to help a real property agent prepare fact sheets or graphics to respond to a request from a permitting agency.

Permitting can involve a number of local, state and federal jurisdictions and covers such things as water quality, land use, erosion control, street use, noise, hours of operation, and traffic planning. Permits also specify conditions that must be met to minimize community impacts.

Role of the Community Relations Planner in the Interface with Public Art

If the project is an aboveground capital improvement, 1% of the budget will be allocated for public art. 4Culture (formerly the King County Cultural Development Authority Program) coordinates the inclusion of public art by publishing a prospectus describing the project, the scope of the artist's involvement, and the schedule and budget. The public art program also issues a call for artists and helps the artists work with the community.

The community relations planner should stay in communication with the selected artist and work with 4Culture; however, it is not uncommon for the details of public art development to proceed independently from the project. Working with 4Culture, the project team may decide to hold a public meeting to discuss the objectives of the public art program and how public art funding might be used on the project. Such a public meeting could be held in conjunction with other project goals, such as presenting 60% design plans, although the timing of these events is often different.

III. Implementing Public Involvement

A checklist for public involvement planning and implementation is provided in Table 1. It is important that the community relations planner clarify the level of public involvement appropriate for the project in order to manage the public's expectations and not over-promise opportunities for influence. This should be dictated by the desired outcome, and not done without appropriate objectives clearly defined.

The project team should also remember to take credit for the community and environmental issues already considered prior to construction. Project teams routinely consider many issues of community interest during design including odor control, noise

Tip: Review the public involvement plan periodically to ensure the original objectives are still relevant as design moves forward.

control, views from neighboring properties, landscaping and fencing, construction and short-term impacts, and long-term operations. A poster can be prepared for a community meeting to "take credit" for the work the project team has already done.

All communication about the project should be consistent and identifiable. For example, a project identity (such as a logo or nickname) could be developed for a project of long duration. For a shorter project with multiple public outreach tools, use a similar template across all pieces.

Newsletters and Fliers

Newsletters and/or fliers can be used to communicate information on the project's status to neighbors and other interested parties. Newsletters contain more detailed information, while fliers are useful for advance notice about specific impacts or brief updates that project milestones have been reached.

If there have been significant lulls or a long time has passed since previous interaction with the public, newsletters or fliers may be an appropriate way to update the community, as well as reach new members of the public not familiar with the project. One possible tool would be a Frequently Asked Questions section in a newsletter.

Public Meetings

If the project team determines that a public meeting is necessary during the design phase, the timing should be carefully considered. The meeting should be held when design is far enough along to show structures, but not have progressed so far that input would be meaningless. Frequently, meetings are held during development of 60% design plans and public feedback is solicited on defined topics. (Tool C provides some tips on planning a public meeting during design.)

It may be possible to hold the public meeting in conjunction with environmental review. Coordination with the relevant project team members will be necessary to determine overlap, schedule issues, and topics of the meeting.

Other Types of Public Forums

For larger projects, it may be appropriate to form an advisory committee to provide input to the design process. For example, an advisory committee for the Brightwater project helped develop design guidelines for the new wastewater treatment plant.

A design charrette is a facilitated brainstorming session for a small group that can be used to develop design concepts or ideas. For the Carnation wastewater treatment facility, WTD held a charrette to develop a concept for using reclaimed water to create or enhance a wetland for wildlife habitat.

Advisory committees and design charrettes are described in Volume II of the *WTD Public Involvement Guidelines* (2002, page II-99).

Implementing the public involvement plan may include hiring consultants to assist with public involvement tasks on long-term or complex projects. Tool D provides a sample scope of work for a public involvement consultant.

IV. Transition to Construction Phase

As the design activities conclude, it is crucial to **document the status of the public involvement**, especially the commitments the project team has made to the community or to individuals. Documentation should include the public involvement plan, summaries of public meetings, copies of newsletters, fliers, correspondence (e-mail and letters), and other items.

Concluding design phase public involvement includes preparation for construction phase public involvement and tailoring the public involvement plan to construction activities. The most important contribution to future public involvement efforts is to ensure that the commitments to the public are documented and that the bid documents include accurate descriptions of these commitments. I. The construction phase is governed by what is in the bid documents, so it is crucial for the CRP to have input into this process.

Table 1. Public Involvement Checklist for Design Phase

Predesign	**Y/N**	**Notes**
Review existing materials ▪ Project description and plans ▪ Programmatic plans or summaries from programmatic public meetings (e.g., was this project identified under the Regional Wastewater Services Plan?)		
Conduct an Initial Needs Assessment and Full Needs Assessment		See Figures 3.2 & 3.3 of the *WTD Public Involvement Guidelines*
Meet with project team to discuss: ▪ Project knowns/unknowns ▪ When public input would be most useful ▪ Any previous commitments ▪ Who will answer technical questions ▪ What the project team thinks the public will care about ▪ When will information be available to share with the public		
Obtain public involvement consultant support (if needed) ▪ Write/review parts of scope of work for RFP		See Tool D for example
Develop a public involvement plan ▪ What are the topics for public input? - Landscaping - Architecture of above-ground structures - Site plan layout - Other ▪ How will input be collected and used? ▪ How will the project team provide feedback to the public to let them know how their input was used?		

30% Design	**Y/N**	**Notes**
Contribute community relations section to the predesign report		
Review predesign report		See Tools A and B
Determine environmental review process and if/how to support public review		
Support property owner interactions as needed (i.e., right of way or easement requests)		
Plan for interface with public art		
Public meeting needed?		See Tool C

60% Design	Y/N	Notes
Review 60% design package		See Tool B
Document activities and community input so it is available to construction CRPs.		It is important to document what commitments have been made to the community for construction.
Support permitting as needed		

Transition to Construction	Y/N	Notes
Create a project design closeout binder and finalize the project file Include: ▪ Public Involvement Plan ▪ Newsletters, fliers and other materials distributed to the public during predesign and design ▪ Correspondence (e-mails and letters) ▪ Public meeting and workshop summaries ▪ Summary of community issues and responses ▪ Mailing list		
Attend pre-construction meeting with project team		
Conduct pre-construction survey of residents (Depending on project schedule, sometimes the pre-construction survey is conducted during Construction – see Appendix D, Construction Module for a sample survey.)		If appropriate, a pre-construction survey of residents, and/or businesses can identify site-specific issues to be addressed during construction - e.g., maintaining access to buildings, avoiding interruption of utility service, etc.
Hold a pre-construction meeting with the public		

V. Resources

- WTD Public Involvement Guidelines and Tool Kit. November 2002.
- Leadership in Energy and Environmental Design (LEEDS): http://www.usgbc.org/LEED/LEED_main.asp
- Public Art: www.4culture.org
- King County WTD Environmental Planning Policies and Procedures Manual. Revised April 2001.
- King County Pump Stations – Public Art 2000 Interpretive Series. King County Public Art Program – Office of Cultural Resources.
- Off-site Facilities: an overview of pump and regulator stations in the King County Wastewater Treatment Service Area. June 1999. King County Wastewater Treatment Division.
- Being a Good Neighbor during Construction. August 2004 and March 2005. King County Wastewater Treatment Division.

VI. Tools

A. How to Read and Interpret Engineering Drawings
B. How to Review Design Documents (30% and 60%): What to Look for from a Community Involvement Perspective
C. Planning a Public Design Meeting
D. Sample Scope of Work for Design Public Involvement Consultant

Tool A: How to Read and Interpret Engineering Drawings

1. What are engineering drawings?

There are different types of engineering drawings and corresponding **legends**, distinct to each type of drawing. It is important to check the legend to see what kind of drawing you are looking at, before you begin to review the drawings. The project engineer generally produces the engineering drawings.

a) Structural drawings (S) b) Civil drawings (C) c) Architectural drawings (A) d) Landscaping drawings (L)	e) Mechanical drawings (M) f) General (G) g) Others

2. Important components of engineering drawings.

a) Legend – the entire front page usually consists of the legend. This page should explain all of the abbreviations and symbols on the drawings. Example: legend would show:
Bold lines = new/proposed structures
Gray lines = existing structures
b) Scale – Individual drawings may have different scales. In addition, a pipeline drawing that shows both plan and profile views may use different scales on the plan and depth profile.
c) Perspective – different views are often shown on the same page – usually an overhead view and a side view.
d) Notes listed on page – usually explanatory in nature for ease in understanding the drawings.

3. What should the CRP look for on the engineering drawings?

Environmental protection features need to be reflected in engineering drawings. For example, if there will be erosion control measures implemented as part of the project, they should be illustrated in the drawings. The CRP can communicate this and other commitments to the public.

The CRP should also communicate design issues with the public so that there is an opportunity for input before the design is solidified. This could include such things as the building footprint/appearance or landscape elements that might fit better with the character of the community. It is important that the CRP let the **project manager** know if it would be useful to have architectural renderings, site plans or landscape drawings available to show the public.

4. The CRP's role in this process is to:

a) Provide information to the community about the project, based on the engineering drawings.
b) Bring back community suggestions and feedback to the project team.
c) Return to the community to provide feedback on how the input was used.

Tool B: How to Review Design Documents (30% and 60% Design): What to Look for from a Community Involvement Perspective

30% (Predesign) Reports

Overview

Predesign reports do not follow a prescribed structure or format. Instead, a report outline is tailored to the specific needs of an individual project.

During the predesign process, a facility concept and functions are selected. This includes the rough sizes of major equipment and functional arrangement of equipment which drive the building's dimension and configuration. Supporting elements, such as civil site work, architecture, landscaping, plumbing, HVAC and electrical are the least defined elements

How to Review a Predesign Report

By this point in the process, community relations planners will have most likely conducted an initial needs assessment, visited the site, and drafted a public involvement plan. During the review of the predesign report, your role is to represent the community's perspective and raise potential community issues for the consideration of the design team.

Here are some suggested steps for review of the predesign report:

1. Review the table of contents and identify pertinent sections to be reviewed. Examples include:
   - ☐ Executive summary
   - ☐ Project background and purpose
   - ☐ Alternatives considered
   - ☐ Site layout
   - ☐ Odor and corrosion control
   - ☐ Noise
   - ☐ Lighting
   - ☐ Architectural requirements
   - ☐ Site improvements and landscaping
   - ☐ Property and easements
   - ☐ Environmental and permitting requirements
   - ☐ Public involvement plan
   - ☐ Design issues
   - ☐ Construction issues, sequence and schedule

2. Review the project background. Verify the project team has considered community issues associated with the existing facilities in the area (e.g., odor or noise complaints, sewer backups or overflows).

3. Review the alternatives considered and ensure the alternatives description is clear and complete and indicates potential community issues have been considered.

4. Review site layout plan and compare it to what you know about the surrounding neighborhood. Evaluate how the facility fits with the community.
   - ☐ Does the site layout show neighboring properties or landscaping?

- ☐ Does the mass or scale of the facility seem to fit with surrounding structures?
- ☐ Is noisy equipment (e.g., emergency generator) located away from neighbors?
- ☐ Are chemical feed tanks and odor control equipment that require delivery of materials located away from neighbors?
- ☐ Does site lighting fit with the community (e.g., no nighttime lights or shielded lights)?
- ☐ Does the site layout accommodate pedestrians or bicyclists?
- ☐ Other?

5. Review the architectural requirements.
   - ☐ Does the architectural concept seem to fit with the community?
   - ☐ Have sustainable design elements been considered?

6. Site improvements and landscaping
   - ☐ How will the appearance of the site change? Is it likely these changes would raise community concerns?
   - ☐ Will existing trees or vegetation be removed? If so, can this be avoided?
   - ☐ Is drought-tolerant, low maintenance vegetation proposed?
   - ☐ Is any innovative site drainage (e.g., rain gardens) or permeable paving proposed?
   - ☐ If this is an above-ground facility, has the project team determined if public art will be included?

7. Property and easements
   - ☐ Will property or easements have to be purchased?

8. Environmental and permitting requirements
   - ☐ Are there public notice or involvement requirements associated with any of the identified requirements?

9. Public involvement plan
   - ☐ Is the most recent version of the public involvement plan included in the predesign report?

10. Design and construction issues
    - ☐ Are there any likely community issues that will need to be addressed as the project moves forward into design and construction? If so, list and track them. Examples include: construction methods and phasing, final location of facilities, etc.

60% Design

Overview

During the 60% design, the concept developed during predesign is expanded. Architectural design is clearer, and a rendering can be prepared. The scope of the project is frozen. Major construction scope elements are defined, and the number of contracts and phasing is determined. Major drawings are drafted and the master specifications are identified.

The 60% design package usually follows WTD's standard format for plans and specifications. Plans and specs define the scope of the construction work: plans are graphical depictions and specs are narrative descriptions of what we want to build. Both plans and specs are organized by discipline.

How to Review Plans and Specs

The sections of the plans and specs that are typically of most interest to community relations planners are visible features contained in the general, civil, architectural, and landscaping sections of both the plans and specs. Table B-1 shows the standard organization for the plans and specs. The sections of most interest to community relations planners are indicated in boldface type.

Table B-1
Plans and Specifications Format

Discipline	Drawing	Specification Division	Scope Examples
General	**G1…G101, G102…**	**1**	**General construction parameters such as permit conditions, work hours, noise, traffic control, construction work limits, phasing and sequencing**
Civil	**C1…C101, C102, …**	**2**	Earthwork, erosion control, sidewalks, fencing, grading, site layout
Landscaping	**L1….L101, L102, …**	**2**	**Planting, irrigation**
Structural	S1….S101, S102, …	3 – 5	Concrete, masonry and steel. Foundation and walls. Metals.
Architectural	**A1…A101, A102, …**	**5 – 10**	**Siding, roof, doors, windows, louvers, paint and coatings**
Mechanical:	M1...M101, M102,		**Flip through and look for good cross sections of floors, depth, and placement of equipment. Look for vent piping and placement.**
Equipment		11	Pumps, standby generator. Motors
		12-14	Tanks, hoists, cranes
Piping		15	Pipe, valves
HVAC	**H1…H101, H102, ...**	**15**	**Air handling units, ductwork**

Discipline	Drawing	Specification Division	Scope Examples
Electrical	**E1…E101, E102, …**	**16**	**Lighting, outlets, conduit and cable, electrical boxes, transformers**
Instrumentation and Controls (I&C)	I1...I101, I102, …	17	Signal wiring, controls programming
Process and Instrumentation (P&ID)	P1…P101, P102, …	17	Process and control logic and schematics

Here are some suggested steps for review of the 60% plans and specs.

1. Attend the design review meeting with the project team.
   - ☐ Contact the project manager in advance to determine what portions of the meeting are most pertinent to community relations. For example, you may want to skip the detailed discussion of electrical or I&C elements.

2. Determine the project team review schedule and desired form of comment. Typically, a comment response form is provided along with the 60% design package.

3. Review the transmittal memo for a project overview and discussion of open issues.

4. Review the Leadership in Energy and Environmental Design (LEED)/green building checklists (if included).
   - ☐ See if there are energy conservation or environmental features that may be of interest to the public.
   - ☐ If the checklist is not included, ask why not. (It is a County policy requirement.)

5. Review Table B-1, above, and flag the drawings that you want to review.

6. Review the general (G-100+) and civil (C-100+) drawings. Examples of things to look for include:
   - ☐ Does the site layout show neighboring properties or landscaping?
   - ☐ Does the site layout fit with the surrounding neighborhood?
   - ☐ Does the facility seem to fit with surrounding structures?
   - ☐ Is noisy equipment (e.g., emergency generator) located away from neighbors?
   - ☐ Are chemical feed tanks and odor control equipment that require delivery of materials located away from neighbors?
   - ☐ Does the site layout accommodate pedestrians or bicyclists?
   - ☐ Other?

7. Review the landscaping (L100+) drawings.

- ☐ Will existing trees or vegetation be removed? If so, can this be avoided?
- ☐ Is the proposed landscaping appropriate (e.g., does it focus on the visible portions of the site, include pedestrian and bicycles access)?
- ☐ Is drought-tolerant, low maintenance vegetation proposed?
- ☐ Is any innovative site drainage (e.g., rain gardens) or permeable paving proposed?

8. Review the architectural (A100+) drawings.
   - ☐ Does the architectural concept seem to fit with the community?
   - ☐ Is there a rendering suitable for public review?
   - ☐ Have sustainable design elements been considered?

9. If this is an aboveground facility, has the project team determined if public art will be included?
   - ☐ Find out the public art process and schedule. Determine if there are opportunities to coordinate public outreach activities.

10. Review Table B-1 and flag the sections of the specifications that you want to review.

11. Review Division 1 – General Requirements (01010 through 01999) of the specs. Things to look for include:
    - ☐ Section 1062- Permits and Easements.
      - ☐ Are there public notice or involvement requirements associated with any of the identified permits? Are these addressed in your public involvement plan?
      - ☐ Are private property easements required? Have communications leads been identified?
    - ☐ Section 1560 – Environmental Controls
      - ☐ Is the County designated the lead for advance notification of work (noise control section)?
      - ☐ Is the community described correctly (no businesses in residential area?)?
      - ☐ Is a noise control plan in place?
      - ☐ Does the traffic control plan address pedestrians and bicyclists?

12. Review Division 2 – Site Work (02110 - -2930) of the specs. Things to look for include:
    - ☐ Section 02105 – Sewer Bypassing
      - ☐ What locations and how long?
    - ☐ Section 02110 – Site Clearing and Grubbing
      - ☐ What site clearing is planned?
    - ☐ Section 02121 – Geotechnical and Settlement Monitoring
      - ☐ Is monitoring of private property near the construction site planned?
    - ☐ Section 02900 – Landscaping
      - ☐ Will existing trees or vegetation be removed? If so, can this be avoided? Check to see if the jurisdiction has a tree protection ordinance?)
      - ☐ Is the proposed landscaping appropriate (e.g., does it focus on the visible portions of the site, include pedestrian and bicycles access)?
      - ☐ Is drought-tolerant, low maintenance vegetation proposed? County policy dictates the use of native vegetation and integrated pest management practices)

13. Complete the comment response form and submit it to the project manager.

Tool C: Planning a Public Design Meeting

WTD has developed public involvement guidelines and a tool kit that contains information on how to plan and conduct various types of public meetings. There is not a magic formula for when or how to have a public meeting, but planning that is driven by project objectives will help determine how to structure the meeting, when it is needed, and what the meeting content should be.

During the design process, it is very important to work with the project team to define how much influence the public will be able to have during the design process. The community relations planner also needs to understand when public input needs to be available to be useful to design team. Project design objectives can drive meeting format, content and timing.

Here are some examples of how objectives can drive meeting design:

Objective: Help develop options or alternatives that can be evaluated in a subsequent step.
Meeting plan: Consider using a charrette format to brainstorm/develop options in a workshop setting.
Example: Carnation wastewater treatment facility design charrette to develop potential conceptual designs for a wetland enhancement discharge option

Objective: Help develop guidelines that would be used to develop design alternatives.
Meeting plan: Convene an advisory group to formulate potential guidelines. Conduct one or more public meetings to obtain feedback on the draft guidelines
Example: Brightwater treatment plant project.

Objective: Get feedback on potential pipeline route or site alternatives and/or the draft criteria to be used to evaluate them. Gather local information and insights that can be used to refine the alternatives and criteria.
Meeting plan: Conduct a workshop for local jurisdictions and water and sewer districts as a first step. Incorporate their input. Hold a public meeting to present the revised alternatives and criteria and obtain feedback. Consider conducting a follow-up workshop and meeting to demonstrate how stakeholder and public input helped shape the decision. Also consider briefing community groups or other interested stakeholders.
Example: Soos Creek Pump Station D and Pipeline Project.

Objective: Get input on certain design elements (e.g., site plan, architecture, landscaping, etc.).
Meeting plan: Present in the design elements graphically and in a way that the relationship to the surrounding community is shown. Include community features on graphics. Consider sharing the graphics in a public meeting, community group meeting, public display, or at a community event. Decide what tools you will use to gather input (e.g., questionnaire/comment form, a map or plan to draw on, a flip chart to record ideas, etc.).
Example: Hidden Lake Pump Station

Tool D: Sample Scope of Work

PRE-DESIGN INVESTIGATION FOR
BELLEVUE PUMP STATION UPGRADE

Task 109 - Community Relations

King County's Community Relations staff will lead this effort. The consultant will provide community relations support services.

Assumptions:

- All written materials and communications products are to be reviewed and approved by the County.
- The Consultant will follow the County's Graphics Guidelines in producing written materials.
- Community Relation activities during pre-design will be carried out for the selected alternative.
- The County will provide postage for Community Relations fliers.
- Media support for Community Relations efforts will not be required.

Consultant tasks will include:

- **Community Relations Plan** - Work with County staff to develop a brief community relations plan. Identify target audiences, potential issues and concerns, and ways to inform and involve the community in the project.
- **Attend Meetings** - Attend two meetings with the County Community Relation staff
- **Public Meetings** - Work with County staff to plan, organize, publicize, facilitate, and record one community meeting. Prepare meeting materials, such as sign in sheets, signs, informational handouts, and posters or other visuals. Attend meeting and prepare meeting summary.
- **Small Group Meeting** - Work with County to staff to plan and prepare up to (4) small group meetings to identify and resolve local issues associated with the project. Attend meetings and prepare meeting summaries.
- **Public Information Flier** - Draft, produce and coordinate the distribution of two informational fliers. Develop and maintain a mailing list.
- **Respond to Citizen Questions and Concerns** - Work with County to develop responses to questions and concerns.
- Provide a **24-hour hotline** during geotechnical work.

Deliverables:

- Draft and Final Community Relations Plan.

- Community meeting materials and meeting summaries (one meeting).
- Materials and meeting summaries for not less than 3 or more than 4 small group meetings/briefings.
- Project information fliers (two).
- Project mailing list.
- Summary of citizen questions and responses.
- Summary of 24-hour hotline records.
- Project design closeout binder